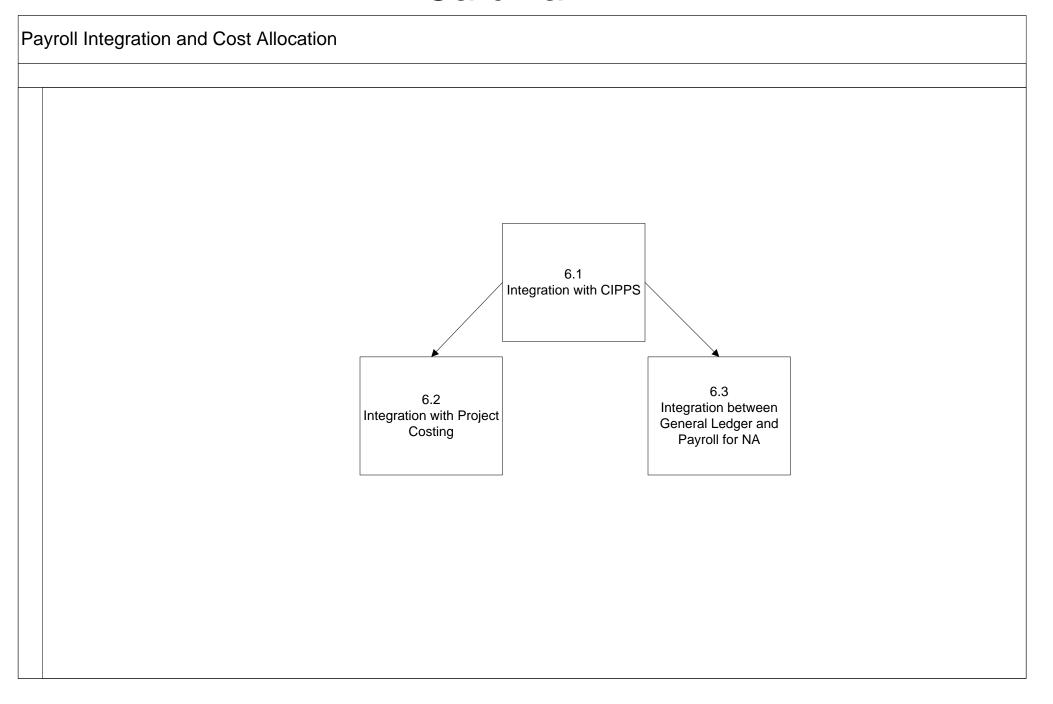
Cardinal Flowcharting Standards Represents an interface or a process step that is Indicates point at which the process begins. Does performed within the PeopleSoft system. Use a verb Step Start not represent any activity. phrase (Process Invoice) NOT a noun phrase (Invoice Description Processing) to describe the step. Indicates point at which the process ends. Does End Represents a batch process within the PeopleSoft system. not represent any activity. Batch Use a verb phrase (Process Invoice) NOT a noun phrase **Process** (Invoice Processing) to describe the step. Document Represents a document of any kind, either Represents a process or step that is performed manually. Manual electronic or hard copy Use a verb phrase (Process Invoice) NOT a noun phrase Operation (Invoice Processing) to describe the step. Template Key On-Page Connector. Used to avoid complex Represents the possible outcomes of a decision or overlapping connector lines or to continue a Χ analysis that took place in a step immediately preceding. Decision process on a subsequent page. Connectors are NOTE: this symbol itself does NOT represent any activity, Outcome labeled with UPPER CASE letters. and should not be given an identifier. Inter Process Connector. Used to connect steps Ε between business processes. Connectors are Represents an entity (person, organization, etc.). Entity labeled with UPPER CASE letters. Used only when necessary to show the source of Name important information

Cardinal Time and Attendance Business Process Flow Project Accounting **PMIS** TA 1 TA 3 TA 4 TA 5 TA 6 Administer Time Payroll Time and Absence Integration and Employee Attendance Attendance and Management Setup Processing Cost Allocation Capture Validation General Ledger **CIPPS** TA 2 Maintain Time and Attendance Rules **CIPPS**



TA 6 Payroll Integration and Cost Allocation – 6.1 Integration with CIPPS CIPPS creates salaried OT and Outbound interfaces for Salaried OT and Special Pays are sent to CIPPS for Special Pay from the Cardinal CIPPS Payroll processing on or just prior to the CIPPS Certification Date for the Outbound Interfaces. CIPPS pay period. All further payroll processing in Cardinal for salaried employees will creates regular earnings occur after the end of the pay period, which will almost always be after the Outbound Interface to automatically for salaried outbound interfaces for salaried employees have already been sent to CIPPS. send current Pay Period employees. Actual Payroll The interfaces will be designed so that only earnings that are paid out by CIPPS Leave Transactions as well processing using all Federal. in a specific pay period are allocated during payroll processing for that period in as Leave Balances to State and Local taxing rules as Cardinal, regardless of the date of the OT or the Special Pay on the timesheet or DOA's PAYLINE system well as using the employee's the date on which the OT/Special Pay was keyed into Cardinal. If OT and after Absence Processing deductions takes place outside Special Pays are not entered and approved for a pay period in Cardinal before for the period has been of Cardinal. Before any Payroll the Outbound Interfaces are run for the pay period, they will not be paid out on finalized in Cardinal. information is sent back to that period's check or allocated in that period; the employee will be paid for the Cardinal, the Payroll must be OT/Special Pay in the following pay period. certified by VDOT in CIPPS. 6.1.3 6.1.1 6.1.2 Run and Certify 6.1.4 Salary Outbound Interface Outbound Interface Start Salaried Payrol Outbound Leave Pavroll? Pavroll to CIPPS Pavroll to CIPPS in CIPPS Interface Salary/OT Special Pay No 6.1.7 6.1.6 Α Load TL Pavable Suspend Salaried 6.1.5 Time to Paysheets for OT/Special Pavs Run Absence В Salaried Employees **Entered Post-**Conversion to PNA Salaried and hourly (PSPLDTL1) Outbound Interfaces (GP ABS NARUNCTL) employees will be processed differently in Cardinal due to the differences in pay During the Load TL Payable Running Absence frequency and CIPPS Time to Paysheets for Conversion to PNA creates Certification Date to Pay Salaried employees process, approved Payable Time in Period end date timing approved Pavable Time is Cardinal from finalized issues. passed from Time & Labor to absences. Payroll in Cardinal. The Load converts Pavable Time into a Payroll format which will be used during a later step in payroll processing for labor distribution for salaried employess.

